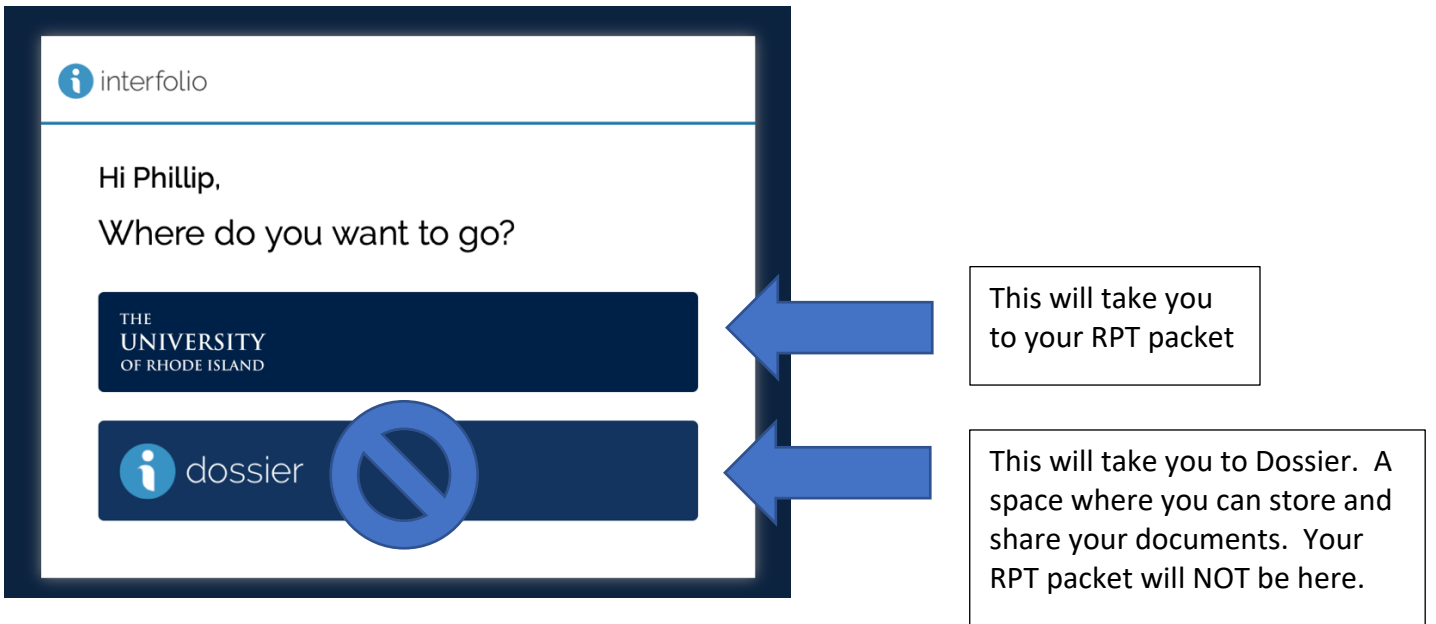Accessing Interfolio RPT Packet

To access your Annual Review/Promotion packet sign in to Interfolio and select University of Rhode Island:
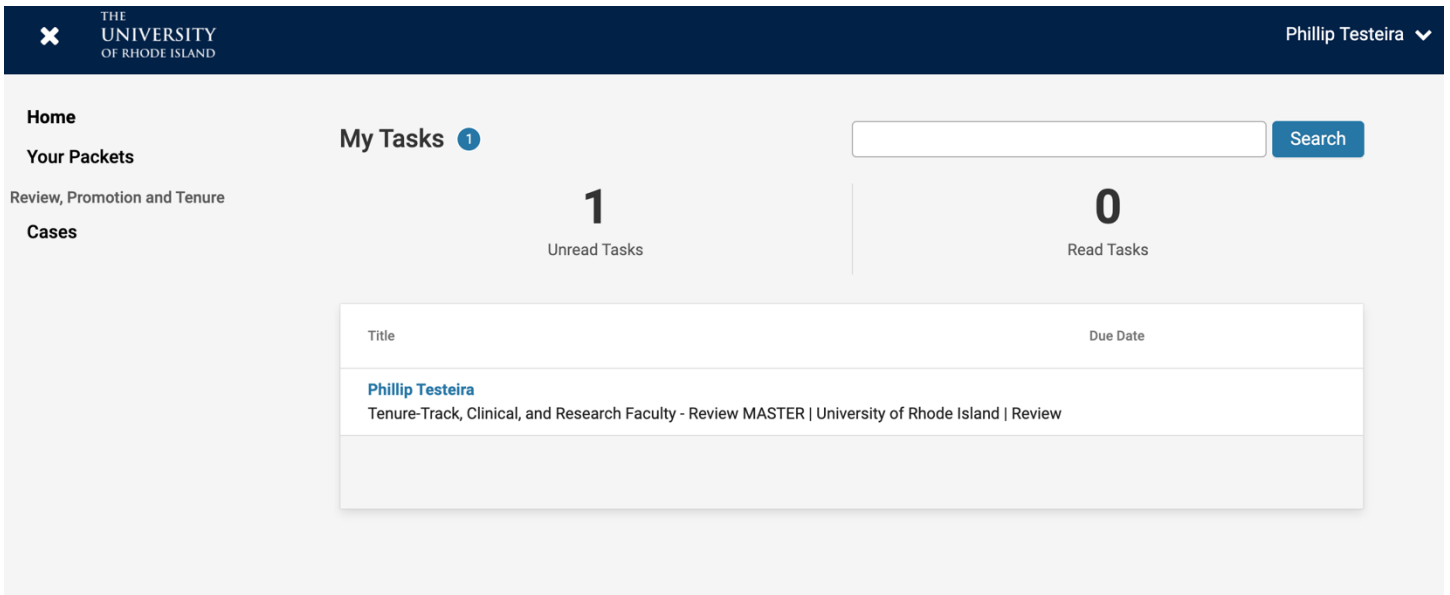

This will take you to your RPT packet

This will take you to Dossier. A space where you can store and share your documents. Your RPT packet will NOT be here.

Your packet will be accessible from two locations. At login on your dashboard you will see your packet within My Tasks:

Similarly, you can click on "Your Packet" to see all active and past packets:

Home
Your Packets
Review, Promotion and Tenure
Cases

Your Packets

Active

Packet	Type	Status	Due Date	
University of Rhode Island Tenure-Track, Clinical, and Research Faculty - Review MASTER	Review	Not Submitted	–	View

Completed

Packet	Type	Responded	Completed	
Public Services Tenure-Track, Clinical, and Research Faculty - Review (Libraries - PS)	Review	–	Apr 23, 2020	View
University of Rhode Island Sabbatical Leave	Sabbatical	–	Apr 29, 2020	View

Click on the packet to enter the Dashboard of your case:

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

External Review Content
Due: 2019-09-01 | Not Yet Submitted   Edit

Type	# Required	# Added
✓ Additional Documents	0 required	0

Appointment Letter (Section 1)
Due: 2019-10-01 | Not Yet Submitted   Edit

Type	# Required	# Added
● Appointment Letter	1 required	0
✓ Appointment Letter Supplementary Materials	0 required	0

It is simply a summary of the requirements. Click on any Edit button to begin adding documents to your packet.

Here you will be given descriptions and an upload interface, where applicable, of the items you are required to add to the packet:

External Review Content

Due: Sep 1, 2019 | Not Yet Submitted **Unlocked**

Submit

0 of 0
Required Files

Additional Documents 0 Added

Add

No files have been added yet.

Appointment Letter (Section 1)

Due: Oct 1, 2019 | Not Yet Submitted **Unlocked**

Submit

0 of 1
Required Files

Appointment Letter 1 required, 0 Added

Add

No files have been added yet.

Appointment Letter Supplementary Materials 0 Added

Add

This may include changed appointment letters over the course of one's career at URI or any special workload changes agreed to by the faculty, chair, and dean.

No files have been added yet.